



# Massachusetts Department of Environmental Protection

Bureau of Air & Waste

## Simplified AQ 31

Optional Non-Emitting MWh Reporting Form for Retail Sellers of Electricity

### Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



### A. Basic Information

#### Retail Seller Company/Organization Information:

Company/Organization Name

Mailing Address

City/Town

State

ZIP Code

http://

Web Site

#### Type of Retail Seller (check one):

☐ Competitive Supplier/Electric Utility  
(Complete Field Below if Competitive Supplier)

☐ Municipal Electric Department/Light Board

Massachusetts Department of Public Utilities License #

#### Retail Seller Contact Person:

Contact Person Name

Contact Person Title

Mailing Address

City/Town

State

ZIP Code

Telephone Number

Fax Number

Email Address

#### Alternate Contact Person (optional):

Contact Person Name

Contact Person Title

Mailing Address

City/Town

State

ZIP Code

Telephone Number

Fax Number

Email Address

#### Electricity Generation Summary:

Summarize total non-emitting megawatt hours (MWh) and total retail sales as detailed in Part B of this form.

**Note:** The sum of the MWh from Part B must not exceed the total MWh sold to customers.

Emissions Year	Total Non-Emitting MWh (From Part B of This Form)	Total MWh sold to customers

Please note that the final Emission Factors (EFs) provided to all retail sellers in the BWP AQ 32 Mandatory Greenhouse Gas Emissions Reporting Form for Retail Sellers of Electricity will be determined based on the draft EFs and information submitted in the AQ 31 Optional Greenhouse Gas Emissions Reporting Form for Retail Sellers of Electricity. Your company/organization will need to submit an AQ 32 Mandatory Form within 30 days of MassDEP posting final EFs on its web site whether or not you submit an AQ 31 Optional Form first.



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### B. Non-Emitting Megawatt Hours (MWh)

Complete if a Competitive Supplier/Electric Utility:

Amount of Non-Emitting MWh (total must equal Total Non-Emitting MWh above)	Type of MWh	Documentation Required
	Massachusetts Department of Energy Resources (DOER) Renewable Portfolio Standard (RPS) eligible	New England Power Pool Generation Information System (NEPOOL GIS) "My Certificates Disposition" reports for the four calendar quarters of the year
	Not RPS eligible and retired from Retail Seller's NEPOOL GIS subaccount; Retail Seller has contract for the electricity	1. Enter each unit's MWh in table on Page 3 2. NEPOOL GIS "My Certificates Disposition" reports for the four calendar quarters of the year 3. Copies of contract(s)

Complete if a Municipal Electric Department/Light Board:

Amount of Non-Emitting MWh (total must equal Total Non-Emitting MWh above)	Type of MWh	Documentation Required <input type="checkbox"/> Page 57 "Electric Energy Account" of the Annual Return to DPU for the reporting year has been included with this submittal [or is posted on DPU webpage].
	From a municipally-owned generator	1. NEPOOL GIS Annual "Generator Certificate Disposition" report showing Unsettled Certificates whose attributes were aggregated in Residual Mix Certificates 2. "Generating Station Statistics (Large Stations)" pages 58 & 59 and/or "Generating Station Statistics (Small Stations)" page 66 from Annual Return to DPU, as appropriate
	From a generator that the municipality does not own but for which it has a contract for the electricity	1. Enter each unit's MWh in table on Page 3 2. NEPOOL GIS Annual "Generator Certificate Disposition" report showing Unsettled Certificates whose attributes were aggregated in Residual Mix Certificates 3. Copies of contract(s) 4. "Purchased Power" pages 54 & 55 from Annual Return to DPU
	Massachusetts Department of Energy Resources (DOER) Renewable Portfolio Standard (RPS) eligible	1. NEPOOL-GIS "My Certificates Disposition" report for the four calendar quarters of the year



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### B. Non-Emitting Megawatt Hours (MWh) (continued)

Complete if a Retail Seller submitting a contract to document Non-Emitting MWh. **Attach copy of contract.**

**Note:** Use the same Fuel Codes as when reporting to the U.S. Department of Energy / Energy Information Administration (EIA) on Power Plant Operations Form 923. See instructions for a list.

#### Municipalities

**Note:** Round Annual Return kWh values to MWh.

#### Municipalities

**Note:** Any pages of your Annual Return listed here **must** be attached to this form unless the Return is posted on the DPU webpage.

Facility Name & Unit Number(s)	State/Province	ISO Resource ID (MSS, NON or IMP #)	Municipal Annual Return to DPU (from "Purchased Power": a. line #(s) from pages 54 & 55 that include Resource; b. name(s) from Column (a) of page 54 (e.g., Project 1); c. total MWh for Resource from column (k) on Page 55.)	Fuel Code	MWh (Municipalities: MWh must not be greater than total MWh shown in item c. at left.)
			a. b. c.		
			a. b. c.		
			a. b. c.		
			a. b. c.		
			a. b. c.		
			a. b. c.		

Continue to Part C. Certification Statement ►



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### C. Certification Statement

**Note:** "The authorized signature...of the responsible official of the entity subject to the requirement to report greenhouse gas emissions in accordance with 310 CMR 7.71(9)" is required by 310 CMR 7.71(9)(e)3.

"I certify that I have personally examined the optional greenhouse gas emissions report I am submitting and am familiar with the information contained in that report and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment."

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed (MM/DD/YYYY)

Source of Signatory Authority:

If a Corporation:

☐ President

☐ Secretary

☐ Treasurer

☐ Vice President (if authorized by corporate vote)

☐ Representative of the above (if authorized by corporate vote and if responsible for overall operation of the facility)

If a Partnership:

☐ General Partner

If a Sole Proprietorship:

☐ Proprietor

If a Municipality or Public Agency:

☐ Principal Executive Officer

☐ Ranking Elected Official (empowered to enter into contracts on behalf of the municipality or public agency)